

THIS DOES NOT
CIRCULATE

MAURICE M. PINE FREE PUBLIC LIBRARY
FAIR LAWN, NEW JERSEY

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Negotiations having been undertaken between the Fair Lawn Library Board of Trustees and the Fair Lawn Employees Group and

The matters under negotiations having been accepted by both parties to these negotiations the undersigned representatives of the parties to this document stipulate that after negotiations and agreement on the terms and conditions of employment have been reached and are hereto made a part of this agreement.

It is hereby agreed that for the calendar years of 1978 and 1979:

1. In 1978, the salary for each job title in the unit represented by FLLEG shall be increased by 5% on the base level, and the salary for each job title in this unit shall be increased by 5% on each subsequent step of the guide.

2. In 1979, the salary for each job title in the unit represented by FLLEG shall be increased by an additional 5% on the base level, and the salary for each job title in this unit shall be increased by 5% on each subsequent step of the salary guide, with the proviso that if the municipal fiscal cap for 1979 is raised the increase will be equal to the increase with a maximum of 2%.

3. The Library shall grant a leave of absence for maternity reasons, without pay to a full time member of the staff. Upon return from a maternity leave up to and including six months, the staff member shall be reinstated to his or her former position.

The employee requesting maternity leave can use his or her accumulated sick leave and vacation time within that period but the total time is not to exceed six months.

The employee on maternity leave will be carried on the rolls for Blue Cross/Blue Shield for the six months period. In the event the leave is extended beyond the six months, the employee will be responsible for the payments.

4. All existing benefits and working conditions as outlined in the staff manual shall be part of the contract. All prior contractual arrange-

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ments not codified into the staff manual shall remain in effect unless changed herein.

5. Medical benefits shall be the same for eligible library employees as for the Borough of Fair Lawn employees.

6. A copy of the organization chart will be supplied to FLLEG and promptly updated when changes are made.

7. All professional librarians will be permitted to attend library conventions at the discretion of the Director.

8. All staff members eligible for a promotional opening will be notified according to Civil Service rules, and will be granted the courtesy of an interview by the Department Head or the Library Director.

Job performance will be considered in lieu of a resume or application form.

All staff members applying on an open competitive basis will be granted the courtesy of an interview, by the Director, and may be required to submit a resume and an application form.

A staff member, in the categories outlined above, who feels that he or she did not get a fair hearing at the interview, can appeal through the grievance procedure.

9. All eligible staff members will be advised of a promotional opportunity at the same time that the position is publicly advertised.

10. Part-time employees will be given first consideration in filling full-time vacancies. A staff member overlooked may present a grievance.

11. Part-time employees who were on incorrect steps of the salary guide will be placed on the appropriate salary guide step for their titles on a pro-rated basis.

12. The custodian assigned the 3-11 P.M. shift will receive an evening differential of \$.35 per hour.

13. One additional holiday will be added to the present list and may be taken at any time during the calendar year, at the discretion of the Director.

14. 1978/1979 SALARY GUIDES

The hereby listed salary ranges resulted from the 5% increase to 1977 salary guides on each classification and step for 1978 and an additional 5% increase to 1978 salary guides on each classification and step for 1979 salary guides, agreed upon February 23, 1978 by the FLLEG salary committee and the Board of Trustees salary committee:

SALARY SCHEDULE

PRINCIPAL LIBRARIAN:

<u>Step</u>	<u>1978</u>	<u>Increment</u>	<u>1979</u>	<u>Increment</u>
Base	13,160	626	13,818	657
1	13,786		14,475	
2	14,412		15,132	
3	15,038		15,789	
4	15,664		16,446	
5	16,289		17,103	

SENIOR LIBRARIAN:

<u>Step</u>	<u>1978</u>	<u>Increment</u>	<u>1979</u>	<u>Increment</u>
Base	11,766	595	12,354	625
1	12,361		12,979	
2	12,956		13,604	
3	13,551		14,229	
4	14,146		14,854	
5	14,741		15,479	

JUNIOR LIBRARIAN:

<u>Step</u>	<u>1978</u>	<u>Increment</u>	<u>1979</u>	<u>Increment</u>
Base	10,302	566	10,817	594
1	10,868		11,411	
2	11,434		12,005	
3	12,000		12,599	
4	12,566		13,193	
5	13,131		13,787	

LIBRARY CLERK DRIVER:

<u>Step</u>	<u>1978</u>	<u>Increment</u>	<u>1979</u>	<u>Increment</u>
Base	9,272	477	9,736	500
1	9,749		10,236	
2	10,226		10,736	
3	10,703		11,236	
4	11,180		11,736	
5	11,655		12,238	

SECRETARY:

<u>Step</u>	<u>1978</u>	<u>Increment</u>	<u>1979</u>	<u>Increment</u>
Base	9,226	573	9,687	602
1	9,799		10,289	
2	10,372		10,891	
3	10,945		11,493	
4	11,518		12,095	
5	12,092		12,697	

SUPERVISING LIBRARY ASSISTANT AND GRAPHIC ARTIST:

<u>Step</u>	<u>1978</u>	<u>Increment</u>	<u>1979</u>	<u>Increment</u>
Base	8,693	447	9,128	469
1	9,140		9,597	
2	9,587		10,066	
3	10,034		10,535	
4	10,481		11,004	
5	10,928		11,473	

SENIOR LIBRARY ASSISTANT:

<u>Step</u>	<u>1978</u>	<u>Increment</u>	<u>1979</u>	<u>Increment</u>
Base	7,331	387	7,698	406
1	7,718		8,104	
2	8,105		8,510	
3	8,492		8,916	
4	8,879		9,322	
5	9,266		9,728	

JUNIOR LIBRARY ASSISTANT:

<u>Step</u>	<u>1978</u>	<u>Increment</u>	<u>1979</u>	<u>Increment</u>
Base	6,348	357	6,665	375
1	6,705		7,040	
2	7,062		7,415	
3	7,419		7,790	
4	7,776		8,165	
5	8,133		8,540	

BUILDING MAINTENANCE WORKER:

<u>Step</u>	<u>1978</u>	<u>Increment</u>	<u>1979</u>	<u>Increment</u>
Base	8,503	617	8,928	648
1	9,120		9,576	
2	9,737		10,224	
3	10,354		10,872	
4	10,971		11,520	
5	11,588		12,168	

JUNIOR LIBRARY CLERK:

1977 2.20 - 3.45 per hour (5) steps-25¢ increment

<u>Step</u>	<u>1978</u>	<u>Increment</u>	<u>1979</u>	<u>Increment</u>
Base	2.31	(5% added to base	2.43	(5% added to base
1	2.57	and each step of	2.70	and each step of
2	2.83	the guide)	2.97	the guide)
3	3.09	.26	3.24	.27
4	3.35		3.51	
5	3.62		3.78	

PERMANENT PART-TIME: (Now based on Full-time salary guide)SENIOR LIBRARY ASSISTANT:

<u>Step</u>	<u>1978</u>		<u>1979</u>	
Base	7,331	- 4.03 hour	7,698	- 4.23 hour
1	7,718	- 4.24	8,104	- 4.45
2	8,105	- 4.45	8,510	- 4.67
3	8,492	- 4.66	8,916	- 4.89
4	8,879	- 4.87	9,322	- 5.11
5	9,266	- 5.09	9,728	- 5.34

JUNIOR LIBRARY ASSISTANT:

<u>Step</u>	<u>1978</u>		<u>1979</u>	
Base	6,348	- 3.49 hour	6,665	- 3.66 hour
1	6,705	- 3.69	7,040	- 3.87
2	7,062	- 3.89	7,415	- 4.08
3	7,419	- 4.09	7,790	- 4.29
4	7,776	- 4.29	8,165	- 4.50
5	8,133	- 4.47	8,540	- 4.69

PRINCIPAL LIBRARIAN:

<u>Step</u>	<u>1978</u>		<u>1979</u>	
Base	13,160	- 7.23 hour	13,818	- 7.59 hour
1	13,786	- 7.57	14,475	- 7.95
2	14,412	- 7.92	15,132	- 8.31
3	15,038	- 8.26	15,789	- 8.67
4	15,664	- 8.61	16,446	- 9.04
5	16,289	- 8.95	17,103	- 9.40

PERMANENT PART-TIME CONTINUEDSENIOR LIBRARIAN:

<u>Step</u>	<u>1978</u>	
Base	11,766	- 6.46 hour
1	12,361	- 6.79
2	12,956	- 7.12
3	13,551	- 7.44
4	14,146	- 7.77
5	14,741	- 8.10

<u>1979</u>	
12,354	- 6.79 hour
12,979	- 7.13
13,604	- 7.47
14,229	- 7.82
14,854	- 8.16
15,479	- 8.50

15. EMPLOYEE GRIEVANCE PROCEDURE

To establish a harmonious and cooperative relationship between the Library Management and its employees and to provide for the orderly settlement of differences, the Management has established an employee grievance procedure, as stated below.

The appropriate transfer of a library employee from one position to another for the proper administration of the library is not a grievance. Such transfer shall be made without diminution in pay.

1. DEFINITIONS:

As used in this section:

a. "grievance" shall mean a claim or charge of injustice or oppression to any individual employee or group of employees of the library from an act, occurrence, omission or condition which is presented for solution through the established grievance procedure. The term "grievance" shall not include the temporary transfer or re-assignment of an employee or any change of assigned duties.

b. "employee" shall mean a permanent employee of the library.

c. "employee representative" shall mean a fellow employee of the employee or group of employees claiming a grievance.

2. GRIEVANCE PROCEDURE:

In any of the various stages for resolution of a grievance established below, the employee or group of employees having the grievance may present such grievance through an "employee representative":

a. The employee or group of employees having a grievance shall first present such grievance to the employee's immediate supervisor. Discussion and resolution of grievances in this stage shall be on an oral basis, and response will be given within five (5) working days.

b. If the grievance is not resolved in stage "a", the employee or group of employees having the grievance may request a review and a determination thereof by the Library Director. The specific nature of the grievance and the facts relating thereto shall be reduced to writing jointly or separately by the employee or group of employees and by the appropriate supervisor. The Library Director shall, on request of the employee or group

of employees, or on his own motion, hold an informal hearing at which oral statements may be made. The final determination of the grievance shall be made in writing by the Library Director within five (5) working days after said hearing and a copy of such determination shall be served upon all affected parties.

3. APPEAL:

The employee or group of employees having the grievance, within seven (7) days after the service upon such employee or group of employees of the determination by the Library Director as specified above, may appeal such determination to the Board of Trustees, with copy of grievance to Director. All prior statements and determinations in writing shall be presented to the Board with grievance, who in their sole discretion, may conduct an oral hearing or request additional statements in writing. The determination of the appeal by the Library Board of Trustees shall be in writing and forwarded to the employee or group of employees involved. Such appeal shall be presented at the following Regular Board meeting and a final determination shall be made seven (7) days following said Board meeting. A copy of the determination of the appeal shall be filed in the office of the Library Director.

16. The Library will provide a bulletin board for staff use and the following classes of materials may be posted for one week without prior approval:

- a. Official lists and notices of FLLEG and committees
- b. List of birthdays
- c. Any correspondence addressed to staff (with one exception, wedding invitations must have Director's approval).
- d. Published articles about libraries and their staff (limited to library events)
- e. News affecting public employees
- f. Current calendar
- g. Cultural notices (library related)
- h. Announcements of educational opportunities

17. A photocopy of the contract will be given to each eligible staff member and will be duplicated at library expense.

18. All the above agreements are retroactive to January 1, 1978.

DATE September 14, 1978 FOR THE BOARD OF TRUSTEES

Joseph E. Filippone
Joseph Filippone, President
Library Board of Trustees

DATE December 5, 1978 FOR THE FAIR LAWN LIBRARY EMPLOYEES GROUP

Nancy Fezell
Nancy Fezell, President

Gail Zimmer
Gail Zimmer, Chairperson
Salary Negotiating Committee